



K-DISC

Kerala Development and Innovation
Strategic Council

Tender NO: K-DISC/1/STATIONERY/2023-24

Date:05/10/2023

Sub: Empanelment of suppliers towards supply of Paper & Printer Cartridges

Sl No.	Description of items
1	Supply of Paper (A4 size ,80gsm)
2	Printer Cartridges

Kerala Development and Innovation Strategic Council (**K-DISC**) invites Sealed Competitive Tenders for the Empanelment of Suppliers for the supply of paper and printer cartridges to our organization.

The details of the tender are detailed in Annexure attached.

Duly filled Sealed tender with acceptance of terms and conditions should reach to the K-DISC office on or before **22/10/2023 by 4.00 pm**. Tenders received after 4.00 pm on due date will not be accepted. The sealed tender cover to be marked as '**TENDER FOR ENLISTING OF SUPPLIERS FOR PAPER & PRINTER TONER**' and addressed to "The Senior Procurement Manager", K-DISC 2nd Floor ,India Heights Building, Women's College Rd, Vazhuthacaud, Thiruvananthapuram, Kerala 695014

Yours Sincerely,

Dr. P.V. Unnikrishnan
Member Secretary, K-DSIC

General Terms and Conditions:

1. The scope of this tender includes the supply **80GSM A4** Size Photocopy paper & Printer Cartridge on a need basis for a period of one year.
2. The selected supplier will be required to deliver the ordered items to our organization's address as specified in our purchase orders.
3. Output/yield of toner cartridge: - The output/ yield and printing quality of refurbishing toner cartridges should be equal to that of an Original Equipment Manufacturer (OEM).
4. Payment will be made after 30 days on submission of the bills.
5. The supplier must provide warranty for the printer cartridges supplied.
6. The supplier should deliver the materials within two days to K-DISC upon intimation either telephonically or via Email.
7. The supplier is responsible for maintaining adequate stock to meet our organization's requirements during the contract period.
8. Regarding Toner, Supplier should ensure suitability of the same with the concerned equipment. Party should visit K-DISC office to identify the printer model for toner supply.
9. The supplier should have minimum One-year experience in supply of Office Stationary / Relevant Filed.
10. Quality of the materials to be supplied has to be maintained throughout the contract period.
11. No Price Revision will be considered during the period of contract.
12. The supplier will be liable to replace the material supplied if found unsatisfactory with K-DISC requirement.
13. Normally quarter base requirement will be raised from K-DISC, and the quantity shown is Approximate only. Supplier will not have the privilege to claim the full quantity during the time of contract.
14. K-DISC reserves the right to cancel the Purchase Order without assigning any reason.
15. K-DISC reserves the right to split the quantity offered among various vendors as per the discretion of K-DISC.
16. K-DISC reserves the right to terminate the contract without assigning any reason and to procure the materials from alternative sources.
17. Penalty charges will be applicable if the supplier fails to fulfil the supply as per K-DISC requirement.
18. Vendors should sign & Seal the tender documents and submit along with this tender.

DECLARATION

I have carefully read and understood all terms and conditions of the tender and here by convey my acceptance of the same

Signature of the authorised /
Signature of the firm/Company

Office stamp

Annexure -1

PRICE BID

Detailed pricing information for the items, including unit prices, total prices, and any applicable taxes or charges as listed in below Tables

Tables 1 Tender Details

Tender Reference	K-DISC/STATIONERY/1/2023-24.
Tender Name	Empanelment of Agencies for the supply of Paper & Toner.
Bidders Name & Address	
Date of Submission	

Table 2 Paper Details

SI No.	Description of Item	Unit of Measurement	Quantity	Unit Price	GST	Total Price
1	A4 paper (80gsm)	Bundle	220 Bundle (Approximately)			

Table 3 Printer details

Brand	Model No	Count (No)	Cost per Cartridge(Rs)	GST	Total Price
Canon	Pixma G2000	1			
	F 166500	4			
Toshiba	E studio 2329A	1			
Kyocera	Taskalfa 2201	1			
Brother	MFC 1811	1			
HP	Laser jet M1136 MFP	1			
	Laser MFP 138 FNW	2			
	Laser Jet MFP M440dn	1			

Any other charges Extra if Applicable:

Seal & Signature of the applicant